**Neighbourhood and Communities Group: First Meeting Session Plan**

**Date:** 12th December 2024  
**Time:** 6:00 pm - 8:00 pm  
**Location:** Lawn House Common Room, Lawn St, Winchester, SO23 8DS

**6:00 pm – 6:10 pm: Welcome and Housekeeping**

**Facilitator(s):** Charlotte Bailey

* Welcome attendees to the first meeting and thank them for their participation.
* Share an overview of the agenda and objectives for the session.
* Introduce facilitators, officers, and participants.
* Housekeeping: bathrooms, emergency exits and refreshments.
* Brief explanation of travel reimbursement processes and check for any access needs or accommodations.

**6:10 pm – 6:20 pm: Icebreaker Activity**

**Facilitator(s):** Charlotte Bailey  
**Activity:** "Neighbourhood Connections"

* Provide attendees with name tags and small cards.
* Ask each participant to write down:
  + Their name and where they live (general area).
  + One thing they value about their neighbourhood.
  + One thing they would like to improve in their community.
* Pair participants to share their answers, then invite a few volunteers to share their thoughts with the group.
* Use the feedback to acknowledge shared values and initial themes.

**6:20 pm – 6:40 pm: Terms of Reference (ToR) Review**

**Facilitator(s):** Charlotte Bailey

* **Presentation:** Share a draft Terms of Reference (ToR) for the group.
  + Purpose: Define the group's aims (e.g., improving local cooperation and tenant well-being).
  + Membership: Outline roles and responsibilities.
  + Meetings: Frequency, location, and format.
  + Decision-Making: Consensus, voting, etc.
  + Confidentiality: Guidelines for respecting privacy.
  + Communication: How updates will be shared.
* **Interactive Element:**
  + Invite tenants to suggest additions or amendments.
  + Facilitate a group discussion to agree on key points.
  + Note changes for finalising the ToR after the session.

**6:40 pm – 7:00 pm: Presentation – Community-Based Partnership Projects**

**Presenter:** Charlotte Bailey, Tenant Partnership Manager

* **Topics Covered:**
  + **Community Hub:** Overview of services and successes.
  + **Digital Drop-Ins:** Supporting tenants with digital skills and access.
  + **Winchester Social Inclusion Partnership (WSIP):** Efforts to promote well-being and financial inclusion.
* **Interactive Element:**
  + Pause for questions and ideas after each initiative.
  + Encourage tenants to suggest ways to improve engagement or use existing networks.

**7:00 pm – 7:15 pm: Cultural Awareness Project – GRT Community**

**Facilitator(s):** Charlotte Bailey

* **Overview:**
  + Share the vision and goals for the Gypsy, Roma, and Traveller (GRT) cultural awareness project.
  + Emphasise the aim of reducing hate crime and promoting inclusion.
* **Interactive Element:**
  + Invite tenants to share their perspectives:
    - "What do you think is critical for this project to succeed?"
    - "How can we ensure meaningful engagement with the GRT community?"
  + Record suggestions and feedback for incorporation into the project design.

**7:25 pm – 7:45 pm: Key Priorities for the Group**

**Facilitator(s):** TBC

**Activity:** "Shaping Our Focus"

* **Prompt Questions:**
  + "What issues should the group focus on in its first year?"
  + "What does success look like for this group?"
* **Method:**
  + Divide participants into small groups to brainstorm.
  + Provide flipchart paper and markers to record ideas.
  + Each group presents their top three priorities to the room.
  + Discuss common themes and note key suggestions for follow-up.

**7:45 pm – 7:55 pm: Evaluation Activity and Closing Remarks**

**Facilitator(s):** TBC  
**Activity:** "Postcard to the Future"

* Provide each attendee with a blank postcard or piece of paper.
* Ask them to write a message to themselves, reflecting on:
  + One takeaway from today’s session.
  + A hope or goal they have for the group by the next meeting.
* Collect the postcards for safekeeping and return them to participants at a future session as a reflective tool.

**7:55 pm – 8:00 pm: Closing Remarks and Next Steps**

**Facilitator(s):** Charlotte Bailey

* Summarise key points and agreed actions from the session.
* Outline the next steps, including finalising the ToR and incorporating feedback into the GRT project.
* Share the date and agenda focus for the next meeting.
* Thank attendees for their contributions and invite final comments or questions.

**Notes for Facilitators:**

* Encourage open dialogue and ensure all voices are heard.
* Use visual aids like slides or flipcharts to keep the session engaging.
* Provide opportunities for quieter participants to share their thoughts.